

# STATE OF CONNECTICUT

## DEPARTMENT OF PUBLIC HEALTH

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Acting Commissioner



Ned Lamont  
Governor  
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Lt. Governor

### COVID-19 School Submission Reporting Guidance (11-20-2020)

#### When should a report be submitted?

A report should be submitted for each school when a new student or staff is notified to the school as being positive for COVID-19. This report should be done the same day the school is notified or as soon as possible (if notified on a weekend) regardless of the Learning Model utilized.

#### What cases should be reported?

Any new student or staff person in a school who is identified to have a confirmed positive test result for COVID-19 should be reported. This includes any students or staff who are working or attending in a fully remote model.

#### What is the definition of a student?

Any PK-12 student enrolled at the school, regardless of the learning model they are engaged in (in person, hybrid, remote)

#### What is the definition of staff?

In addition to certified educators, staff also includes non-certified individuals who may be employed or contracted by the district such as those providing instructional support, technical services, related special education services, food service, transportation, security, who either work in the school or directly interact with students. Administrative staff that work in a central district office who do not spend time in any school buildings do not need to be reported. Staff that work or interact with students or staff from multiple schools should be reported for the school where they have had the most interaction.

#### Who needs to submit a report?

Any schools (public or private) with grades PK-12 should submit a report when a new student or staff with confirmed COVID-19 infection is identified. Daily reporting is not required.

#### Where should a report be submitted?

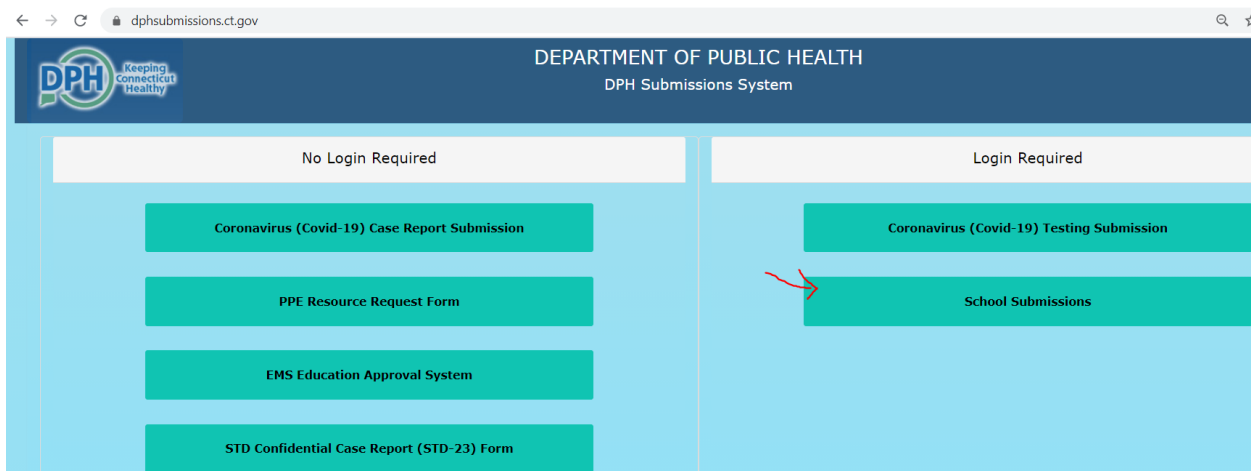
All reports should be submitted via the DPH Submission Portal: <https://dphsubmissions.ct.gov/>



Phone: (860) 509-7994 • Fax: (860) 509-7910  
Telecommunications Relay Service 7-1-1  
410 Capitol Avenue, P.O. Box 340308  
Hartford, Connecticut 06134-0308  
[www.ct.gov/dph](http://www.ct.gov/dph)

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After logging in, select “School Submissions” and the screen will look similar to the following:

The screenshot shows the "Daily School Covid Submission Form" after logging in. The header includes the DPH logo and the text "DEPARTMENT OF PUBLIC HEALTH" and "DPH Submissions System". The navigation bar includes links: Home, Covid Submission Form (highlighted), Previous Covid Submissions, Maintenance, Add Asthma Record, Resources, and Log Off. Below the navigation bar, a message states: "You will be auto logged out in 1798 seconds." The form itself has a title "Daily School Covid Submission Form" and a link "School Reporting Guidance Document". It contains three required fields, marked with an asterisk (\*): "School Name" (a dropdown menu showing "Nayaug Elementary School, South Glastonbury"), "Submission Date" (a date picker showing "11/20/2020"), and "Do you have any new COVID-19 cases among students or staff?" (radio buttons for "Yes" and "No"). A "Submit" button is at the bottom.

Select your school, from the drop down list provided.

Daily School Covid Submission Form

\* - Required Field

School Reporting Guidance Document

School Name

Nayaug Elementary School, South Glastonbury

\*

Submission Date

11/20/2020

\*

Do you have any new COVID-19 cases among students or staff?

☒ Yes ☐ No

\*

Number of new cases among students since last report submission

1

\*

Attendance Status

For each new student cases reported today,

How many In person (Attending school in person 5 days a week)

0

\*

How many Hybrid (Attending school in person less than 5 days a week)

0

\*

How Many Fully remote (Not attending school in person)

0

\*

Don't know

0

\*

Number of new cases among staff since last report submission

\*

Submit

### What questions do I need to answer?

The questions to be answered are the following:

#### Do you have any new COVID-19 cases among students or staff? Yes or No

If you select Yes, additional data elements are required to be completed.

**Enter the number of new cases among students since the last report submitted for that school.** A student case is defined as any student that attends the school that has a positive COVID-19 test result (PCR or antigen).

**Then enter the number of positive student cases by attendance status.** The total number of student cases must match the total entered for attendance status. If an attendance category does not apply, enter a zero. The attendance status options are In person (attending school in person 5 days per week), Hybrid (attending school in

person less than 5 days per week), and Fully remote (not attending school in person). If the attendance status of the student(s) is/are unknown at the time the report is being submitted, enter that number in “Don’t know” option.

**Then enter the number of new cases among staff since the last report submitted for that school.** A staff case is defined as any staff that works at the school that has a positive COVID-19 test result (PCR or antigen). District staff that test positive and work in school settings should be reported for the school they work in. District staff that work in a separate building with no potential for student contact, should not be included. Staff that work in multiple buildings should be reported for the school where they spend the most time.

### How do I enter data for more than one school in a day?

1. Login to <https://dphsubmissions.ct.gov> using your credentials
2. Select the school from the drop down and complete the form and submit.

The screenshot shows the 'Daily School Covid Submission Form' interface. At the top, there is a navigation bar with links: Home, Covid Submission Form (highlighted), Previous Covid Submissions, Maintenance, Add Asthma Record, Resources, and Log Off. Below the navigation bar, a message states: 'You will be auto logged out in 1799 seconds.' The main form area has a title 'Daily School Covid Submission Form'. It includes a red button labeled 'School Reporting Guidance Document'. The form fields are: 'School Name' (a dropdown menu with 'Select a School Name' and a red asterisk), 'Submission Date' (a date picker showing '11/20/2020' and a red asterisk), 'Do you have any new COVID-19 cases among students or staff?' (radio buttons for 'Yes' and 'No', with 'Yes' selected and a red asterisk), 'Number of new cases among students since last report submission' (a text input field with '0' and a red asterisk), and 'Number of new cases among staff since last report submission' (a text input field and a red asterisk). A 'Submit' button is at the bottom right, with a red arrow pointing to it. A red arrow also points to the 'School Name' dropdown menu.

3. You will see a successful submission confirmation. Click “Back to Home Page” button

The screenshot shows the 'Daily School Covid Submission Form Confirmation Page'. It has a title 'Daily School Covid Submission Form Confirmation Page'. Below the title, a message states: 'Daily School Covid Submission has been successfully submitted.' At the bottom, there is a button labeled 'Back to Home Page'.

4. Keep repeating steps 1-3 to complete your submissions for all your schools.

### How do I correct a previous day’s entry?

To correct a previous day’s entry, please submit a ticket to DPH at <https://dph-cthelpdesk.ct.gov/Ticket> and select “School Submissions” for What system do you need assistance with?. When submitting this ticket, you must include the following information so that the it can be updated: Name of the school; date you are looking to correct; the number of

student and staff cases for that day; if student cases, if those students are remote, hybrid or in person. The entry cannot be updated if this information is not provided.

#### **How do I get a login/password to the system?**

If you are a district submission contact for your school district identified by CSDE please register yourself by clicking “Register as a DPH Submission User” at <https://dphsubmissions.ct.gov> and DPH will activate and assign the respective schools to your account.

If you are an individual school user trying to submit data for your school please contact your district submission contact to establish a user account for the School Submissions portal.

#### **How do I get help or report a problem?**

Please submit a ticket to DPH at <https://dph-cthelpdesk.ct.gov/Ticket> and select “School Submissions” for **What system do you need assistance with?** and submit the ticket. This is the easiest and fastest way to contact DPH.